

June 21, 2013

To: Executive Board
Subject: **Staff Compensation Plan**

Recommendation

Adopt the proposed staff compensation plan for Foothill Transit.

Analysis

Attachment A is the proposed Foothill Transit compensation plan. The plan identifies pay grades and ranges for all positions. The Executive Director would be authorized to hire staff within these pay ranges at his discretion and subject to the overall limitations of the budget.


The pay ranges were developed using comparison data from similar transit agencies in Southern California. Attachment A also describes the other compensation components beyond direct salary.

Please note that while Foothill Transit is approaching its 25th year of service, it is just beginning to have directly hired employees. It is fully anticipated that this compensation plan will be modified and adjusted as Foothill Transit matures as an employer.

Budget Impact

The proposed compensation plan will provide competitive compensation to employees. It is estimated that the transition to direct employment of the administrative staff will reduce overall costs by approximately \$1,000,000 annually.

Sincerely,



Doran J. Barnes
Executive Director



Foothill Transit

Going Good Places

Foothill Transit Employee Compensation Program

Adopted June 21, 2013

Foothill Transit's employee compensation plan is described below. The Foothill Transit Board reserves the right to modify or change this plan at its sole discretion at any time. The Executive Director is charged with administering this program.

Pay Grades

Foothill Transit shall utilize the following pay grades and ranges. Employees may be hired at any point within these pay ranges at the discretion of the Executive Director and subject to overall budget limitations:

	Bi Weekly Min	Bi Weekly Max	Annual Minimum	Annual Maximum	Position Type
Foothill Transit Grade 8	\$2,885	\$5,692	\$80,000	\$148,000	Department Director
Foothill Transit Grade 7	\$2,308	\$4,231	\$60,000	\$110,000	Department Manager
Foothill Transit Grade 6	\$1,885	\$3,115	\$49,000	\$81,000	Technical Staff
Foothill Transit Grade 5	\$1,654	\$2,500	\$43,000	\$65,000	Technical Support
Foothill Transit Grade 4	\$1,385	\$2,115	\$36,000	\$55,000	Administrative Support
Foothill Transit Grade 3	\$1,154	\$1,769	\$30,000	\$46,000	Clerical Support
Foothill Transit Grade 2	\$721	\$1,106	\$18,750	\$28,750	Part time Clerical Support (25 hrs/week)

Compensation for the Executive Director shall be set at the sole discretion of the Board. Compensation for the Deputy Executive Director shall not be less than 65 percent of the compensation of the Executive Director and not more than 80 percent of the compensation of the Executive Director.

Positions by Pay Grade

Foothill Transit positions are assigned to the following pay grades:

	Department	Pay Grade
Purchasing Administrative Assistant	Purchasing	Grade 2
Facilities Administrative Assistant	Facilities	Grade 2
Administrative Assistant	Administration	Grade 3
Receptionist	Administration	Grade 3
Marketing Assistant	Marketing	Grade 3
Operations and Customer Services Assistant	Operations	Grade 3
Accounting Clerk	Finance	Grade 4
Staff Accountant	Finance	Grade 5
Fare Technology Specialist	Finance	Grade 5
Maintenance Quality Assurance Inspector	Maintenance	Grade 5
Marketing and Communications Coordinator	Marketing	Grade 5
Quality Assurance Inspector	Operations	Grade 5
Quality Assurance Analyst	Operations	Grade 5
Human Resources Manager	Administration	Grade 6
Procurement Coordinator	Administration	Grade 6
Facilities Manager	Facilities	Grade 6
Grant Specialist	Finance	Grade 6
Project Accountant	Finance	Grade 6
Senior Accountant	Finance	Grade 6
New Media and Customer Relations Coordinator	Marketing	Grade 6
Maintenance and Vehicle Technology Manager	Maintenance	Grade 6
Help Desk Administrator	I.T.	Grade 6
IT Application Specialist	I.T.	Grade 6
Safety Compliance Coordinator	Operations	Grade 6
Transit Planner	Planning	Grade 6
Board Support Manager/Executive Assistant	Administration	Grade 7
Government Relations Manager	Administration	Grade 7
Construction Project Manager	Facilities	Grade 7
Finance Manager	Finance	Grade 7
Manager of Community Engagement	Marketing	Grade 7
Network Manager	I.T.	Grade 7
Operations Contract Manager	Operations	Grade 7
Transit Planning Manager	Planning	Grade 7
Director of Procurement	Procurement	Grade 8
Director of Government Relations	Administration	Grade 8
Director of Facilities	Facilities	Grade 8
Director of Maintenance and Vehicle Technology	Maintenance	Grade 8
Director of Marketing and Communications	Marketing	Grade 8
Director of Information Technology	I.T.	Grade 8
Director of Planning	Planning	Grade 8
Director of Finance	Finance	Grade 8
Director of Customer Service and Operations	Operations	Grade 8

Vacation Time

Foothill Transit shall provide vacation time to all full-time employees at the following rates:

0-5 years of service	3.08 hours per pay period, which equates to 80 hours per year or two weeks per year
5-10 years of service	4.61 hours per pay period, which equates to 120 hours per year or three weeks per year
10-15 years of service	6.15 hours per pay period, which equates to 160 hours per year or four weeks per year
15+ years of service	7.69 hours per pay period, which equates to 200 hours per year or five weeks per year

Years of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit. Service does not need to be consecutive.

Maximum accrual is two times the annual vacation amount or 280 hours, whichever is less.

In December of each year, employees may cash out up to one half of their vacation balance or 80 hours, whichever is less. To be eligible for the cash out option, the employee must have taken at least 40 hours of vacation time in the prior twelve months.

Employees hired during calendar year 2013 may take up to 40 hours of vacation time in advance of earning vacation time. This accommodation will only be provided during calendar year 2013.

Holidays

Foothill Transit shall observe the following holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving

In addition, Foothill Transit will observe a holiday period beginning on December 24th of each year and ending on January 1st. During this time, the administrative offices will be

closed. The specific days for this holiday period will be established at the beginning of each fiscal year. The specific number of days and total hours of holiday time will vary from year to year.

Foothill Transit will grant paid holiday time off to all eligible employees immediately upon assignment to full-time status. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Part-time employees are not eligible for holiday pay.

Sick Leave

3.69 hours per pay period, which equates to 12 days per year.

Flex Days

Management and administrative employees may elect to work a 9/80 flex schedule with every other Monday off. The position of receptionist shall not be eligible to participate in this program due to operational hours of the administrative office. Other positions may be exempted from this program based on operational needs.

Health Benefits

Foothill Transit shall pay 100% of the lowest cost California Choice HMO 15 health plan (\$15 dollar office co-pay) provided for the employee and either a spouse/domestic partner or children. Full family coverage shall be made available. The employee shall be responsible for the additional cost of family coverage.

Foothill Transit shall pay 100% of the cost of dental, vision and chiropractic care for the employee and either a spouse/domestic partner or children. Full family coverage shall be made available. The employee shall be responsible for the additional cost of family coverage.

Life Insurance

Foothill Transit shall provide life insurance at one times annual salary.

Retirement Benefits

Foothill Transit shall contribute seven percent of the employee's bi-weekly compensation to a defined benefit retirement plan. In addition, Foothill Transit will match

100 percent of employee contributions up to two percent of annual compensation to this retirement plan.

Tuition Reimbursement

Employees shall be eligible for tuition reimbursement for classes related to professional positions at Foothill Transit. A grade of "C" or better must be achieved to obtain reimbursement. The maximum annual reimbursement shall be \$5,250.

Length of Service Recognition

Employees shall receive a one-time length of service payment as follows:

5 years of service	\$500
10 years of service	\$750
15 years of service	\$1,000
Each subsequent five years of service	\$1,000

Length of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit.

Amounts noted are gross pay and shall be treated as ordinary income, which is subject to appropriate taxes.

Employee of the Quarter/Superior Service Recognition

Employees who are selected as employee of the quarter shall receive a one-time payment of \$500. Amounts noted are gross pay and shall be treated as ordinary income, which is subject to appropriate taxes.